

CITY OF TUCSON

FINANCE DEPARTMENT

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MISSION STATEMENTS

DEPARTMENT-WIDE

Provide financial services and controls in support of a complex governmental organization and maintain the financial integrity of the city.

DIRECTOR'S OFFICE

Provide administrative direction to the divisions of the department, manage the city's debt issuance program, oversee the department's programs in a prudent manner, and advise city management officials and the government body regarding financial matters.

Internal Audit Section *Provide an audit program for the independent examination and analysis of accounting, financial, and operational control of city offices and agencies receiving funds from the city; and perform reviews, investigations, and cost analyses as requested.*

ACCOUNTING DIVISION

Maintain accurate and complete financial records, pay all employees and vendors accurately and on time, serve the public and city management by supplying meaningful and timely reports and information, and comply with all mandated reporting requirements.

Improvement Districts Section *Implement and administer improvement districts established by Mayor and Council. Assure all pre-bond payments, for completed improvement districts, are properly billed and processed. Take to bond any unpaid assessments, and bill, as required, by the Arizona Revised Statutes and maintain records of payments of these bills. Provide information on accounts and districts to the public, e.g., property owners, title companies*

TREASURY DIVISION

Investments Section *manages the City of Tucson's investments, the retirement system, and the deferred compensation plan in an effective manner.*

Collections Section *processes all payments and deposits all revenues received from the public and from other city departments in an accurate and timely manner and operates cashier stations throughout the community.*

License Section *administers the city sales tax systems to generate revenue for financing city services in a manner that is accountable and responsive to the public. The section issues business licenses, mails tax returns, and provides education and assistance to business owners.*

REVENUE DIVISION

Tax Audit Section *enforces the Business Privilege Tax Code by performing audits of businesses subject to the tax. Improve taxpayer knowledge of the tax law through the auditing program by conducting taxpayer education seminars, providing informational brochures, and responding to written and telephone requests for information.*

Investigations Section *is responsible for collecting delinquent business privileges and occupational taxes through taxpayer education and assistance, enforcement of the tax code, and filing legal documents to secure the City's claim to taxpayer assets.*

Delinquent Accounts Section *is responsible for collecting delinquent accounts for other city departments, such as Water, Library, Community Services, and Tucson Fire Department.*

RISK MANAGEMENT DIVISION

Claims Section *administers a risk management program to ensure continuity of city service and to avoid or minimize the cost of risk to the city by identifying exposures to fortuitous loss, applying effective risk control measures to protect property and safeguard human lives, and provide risk funding methods to meet loss occurrences.*

Occupational Safety and Wellness Section *provides employees the practices and procedures to work in a safe and healthful environment through comprehensive training, monitoring, review and updating of work practices; suggests and participates in the design and implementation of engineering controls where appropriate to reduce employee exposures and hazards, and; provides our employees with the best quality of work life possible.*

Employee Benefits Section *provides employees and retirees, through administration, education and communication, quality health and welfare benefits intended to provide security for themselves and their families.*

Pension Section *maintains accurate and complete records pertaining to the accrual and payment of retirement and deferred compensation benefits; and improves participant knowledge of retirement benefits by providing summary plan descriptions, retirement planning seminars, and responses to employee and retiree inquiries.*